

**Chesterfield County Department of Environmental Engineering  
Land Disturbance Application Procedures  
9800 Government Center Parkway**

These steps must be completed prior to any land clearing activity. **Permit Application Processing is not a “walk-through” process.** If you should have any questions regarding these procedures, please contact Carole Cliborne at 748-1035.

Submit a Program Administration Fee, as appropriate, with initial plan submission (review fee)

- ☐ \$100.00 for less than 10,000 square feet of disturbed land, commercial
- ☐ \$1360.00 for 10,000.00 square feet or greater of disturbed land; plus an additional \$60.00 per disturbed acre, commercial.
- ☐ \$1360.00 plus \$60.00 per single-family residential lot per section.
- ☐ No fee for Enterprise Zone projects
- ☐ \$1000.00 for projects that have previously been approved.

For all non-individual single-family residential property greater than 10,000 square feet and projects requiring site plan review processing (all of the above classes of projects), the following must be accomplished prior to permit application:

- ☐ Approval of Site Plans/Subdivision Construction Plans
- ☐ All Site Plans require an approval letter from the Planning Department.

**Commercial/site plan approval status may be seen at:**

<http://www.chesterfield.gov/planreview/default.asp>

Subsequent to plan approval and **PRIOR** to application, submit additional copies of plans as indicated:

**For subdivisions**, submit two (2) extra copies of plans to be stamped approved “**Approved for Construction**” by Environmental Engineering.

**For commercial sites**, submit three (3) extra copies of plans to be stamped approved by the review engineer.

Once plans are stamped approved, a copy of the plans should be delivered to the erosion control contractor and the owner **PRIOR TO PERMIT APPLICATION**. The third commercial site plan copy will remain with the Department of Environmental Engineering.

- ☐ Submit a check, letter of credit or a bond as surety for the erosion control measures. An itemized cost estimate to establish the amount of the surety must be submitted in advance by the project engineer and approved by the ENVIRONMENTAL ENGINEERING review engineer.

Proper format/verbiage for the bond or letter of credit can be found at:

<http://www.chesterfield.gov/CommunityDevelopment/Engineering/forms.asp>

Persons signing the bond must have the proper authority to do so per the following guidelines:

<u>Corporation</u>	<u>Church</u>	<u>LLC</u>	<u>Partnership</u>
President	Trustee	any member or	any general partner
Vice President		Manager	
Assistant VP			

☐ If any work is proposed to connect with an existing State maintained road, submit a copy of the issued VDOT Land Use Permit.

☐ Submit a copy of the VSMP application and fee paid receipt (obtain from Commonwealth of Virginia Department of Conservation and Recreation, (DCR) which can be located at:

[http://www.dcr.virginia.gov/soil\\_&\\_water/vsmp.shtml](http://www.dcr.virginia.gov/soil_&_water/vsmp.shtml)

☐ Wetlands Documentation from the U. S. Army Corps of Engineers and/or The Virginia Department of Environmental Quality must be provided.

**Land Disturbance Permit application must have original signatures.**

☐ Submit a Land Disturbance Permit Application. **The Certified Responsible Land Disturber (CRLD)** must be specified and must sign the application in the appropriate blank and provide his Certification Number and the expiration of certification. **Out of state owner** or any partnership or corporation must have a legally appointed resident of Virginia Agent to accept Service of Process. Form also available at the above web site

Once the application has been processed, you may contact the Environmental Engineering Inspector to schedule an on site pre-construction meeting. There is a 48-hour notification requirement for this meeting.

After a successful onsite pre construction meeting, the Inspector will issue a Land Disturbance Permit to be posted at the site.

**DUE TO THE UNIQUE NATURE OF EACH PROJECT ADDITIONAL REQUIREMENTS MAY APPLY PER THE REVIEW ENGINEER OR PROGRAM ADMINISTRATOR.**

**Last revision: 4/12/2007**

**CHESTERFIELD COUNTY LAND DISTURBANCE PERMIT APPLICATION**

OWNER/DEVELOPER SECTION

I, \_\_\_\_\_, hereby certify this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ that:

1. An Erosion and Sediment Control Plan ("Plan") has been submitted with the site or subdivision plan to the Chesterfield County Environmental Engineer as required by the Chesterfield County Erosion and Sediment Control Ordinance.

2. I am the owner of the following described property; and am solely responsible for carrying out the Plan.

- a. Subdivision/Project Name: \_\_\_\_\_
- b. Location: \_\_\_\_\_  
(address/road frontage and  
distance to intersection) \_\_\_\_\_
- c. Parcel Identification Number: \_\_\_\_\_
- d. Magisterial District: \_\_\_\_\_
- e. Intersection road Name and  
State Route Number \_\_\_\_\_ SR#(\_\_\_\_\_) \_\_\_\_\_

3. I shall be responsible for the proper performance and maintenance of the Minimum Standards (1-19) along with the erosion and sediment control measures included in the plan.

4. I shall conform to the provision of Article 4, Chapter 5 of Title 10.1 of the Code of Virginia, 1950, as amended and the Chesterfield County Erosion and Sediment Control Ordinance.

5. I, \_\_\_\_\_, (signature) hereby grant the Environmental Engineer of Chesterfield County or his designated agents the right to enter my property, subject to the Land Disturbance Permit herein applied for, to inspect or monitor for compliance with the provisions of the permit on the above referenced project.

6. In the event that measures for the control of siltation and/or erosion as provided for in the "Plan", or in any approved modification thereof are not constructed and siltation and erosion results, or are constructed, but fail (through overload and/or inadequate maintenance) to perform the function for which they are intended, the Environmental Engineer of the County of Chesterfield or his designated agent shall have the right to enter upon the property subject to such plan and shall be entitled to take such measures or to do other work as deemed necessary to prevent further siltation or erosion provided that the County shall first give notice in writing to me or my designated agent for the County's intent to do so.

7. In any event there occurs siltation and/or erosion from the property covered by the Land Disturbance Permit in sufficient quantity to adversely affect downstream properties the Environmental Engineer may hold the below signed responsible for satisfactory restoration.

8. It is the purpose or intent of this document to insure installation, maintenance, and performance of measures provided for in the approved Erosion and Sediment Control Plan or approved modification thereof.

9. I certify that \_\_\_\_\_ (contractor) has in his possession, a copy stamped "APPROVED FOR CONSTRUCTION - ENVIRONMENTAL ENGINEERING" on the Plan dated \_\_\_\_\_ with revisions dated \_\_\_\_\_ for \_\_\_\_\_ (project).

10. I certify that I fully understand the provisions of the Chesterfield County Erosion and Sediment Control Ordinance and agree to carry out the approved Erosion and Sediment Control Plan on the above referenced project.

11. I certify that there is an appropriate contractual agreement between:

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_  
(street and mailing) \_\_\_\_\_  
\_\_\_\_\_

Contractor Phone Number: \_\_\_\_\_

and myself which establishes \_\_\_\_\_ (Name of Certified Responsible Land Disturber [CRLD]) as the person responsible for carrying out the erosion and sediment control plan and/or providing erosion and sediment control facility maintenance and/or dust control when requested by the County or as specified in the narrative. The signature of the above identified CRLD, below, certifies his acknowledgement of his responsibilities:

\_\_\_\_\_  
Signature of CRLD Identified Above

\_\_\_\_\_/\_\_\_\_\_  
Certification Number    Expiration Date

CRLD Address: \_\_\_\_\_  
(street and mailing) \_\_\_\_\_  
\_\_\_\_\_

CRLD Telephone: \_\_\_\_\_

12. I certify that all other contractors who engage in land disturbance activity on my behalf will comply with the provisions of the Chesterfield County Erosion and Sediment Control Ordinance and Plan, including, but not limited to, not engaging in such activity without the existence of a Land Disturbance Permit nor without the designation of a CRLD for such activity.

13. I will authorize commencement of land disturbance activities on the project only when a VDOT Land Use Permit has been issued, if applicable, and there is a valid Land Disturbance Permit displayed on the site.

14. I fully understand that I am subject to prosecution in the General District Court of Chesterfield County when any contractors who engage in land disturbance on my behalf commence or continue to engage in land disturbance without the existence of the Land Disturbance Permit.

15. I understand that failure to comply with the Erosion and Sediment Control Plan or any other violation of the Chesterfield County Erosion and Sediment Control Ordinance shall be cause for revocation of the Land Disturbance Permit.

16. I, or \_\_\_\_\_ (contractor), will notify the Chesterfield County Environmental Engineering Department Inspector at least 48 hours in advance of the date of a requested pre-construction conference meeting.

17. When a pre-construction meeting has been determined to be necessary by the County, that meeting shall have been satisfactorily concluded prior to issuance of the Land Disturbance Permit.

18. To the best of my knowledge all applicable wetlands permits which are required by Federal, State, or local laws have been received. A copy of said permits or certification from a qualified wetlands expert regarding the non-notification provisions of NW26 has been furnished to the Department of Environmental Engineering.

OWNER'S NAME: (Please Print) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

OFFICER/OWNER/AGENT

ADDRESS: \_\_\_\_\_  
(Street & Mailing)

\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

STATE OF \_\_\_\_\_

CITY/COUNTY OF \_\_\_\_\_, to wit:

I, \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, do hereby certify that \_\_\_\_\_, whose name is signed to the foregoing and annexed writing bearing date on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, has acknowledged the same before me in my jurisdiction aforesaid.

Given under my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public